

SURANA COLLEGE
#16, South End Road, Bengaluru-560004
POLICIES FOR FACULTY WELFARE
EXTRACTS FROM SERVICE MANUAL



SURANA EDUCATIONAL INSTITUTIONS
ADMINISTRATIVE & SERVICE MANUAL

CHAPTER - 6

8. Increment/Revision

- (1) Increments to the employees will NOT flow automatically as a matter of course. A full time employee shall be entitled to annual increment in the running time scale of pay as approved by Management applicable to the post held by him/her upon completion of one incremental period of 12 months. It will be released by the Management upon evaluation of satisfactory performance, service records and self appraisal reports.
- (2) However the Management may fix a cut off date for sanction of increments upon completion of incremental period of one year.
- (3) The following period shall not be counted for increment
 - (1) Loss of pay leave (LOP)
 - (2) Unauthorized absence from duty
 - (3) Suspension
 - (4) Fellowship leave
 - (5) Study leave
 - (6) Interruption or break of service
- (4) Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the Management in exceptional cases in recognition of the outstanding ability, merit and highest degree of integrity.
- (5) Temporary and part time employees appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment at the discretion of the Management.
- (6) Increment may be with-held as a measure of penalty or punishment with or without cumulative effect by the Management. In such cases the increment will be released only after the expiry of the currency of the period of withholding the increment.
- (7) An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay. However, the Management has a discretion to sanction the increment with immediate effect if desires.

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(8) In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he/she returns to duty.

(9) Any increment accruing on a day which is not the first day of the month shall be advanced to first day of the relevant calendar month.

CHAPTER-7

9. Kinds of leave admissible and procedure for sanction

(1) **Casual Leave:**

(a) Every employee who is working in non-vacation department shall be entitled to casual Leave of 15 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.

(b) Every employee who is working in vacation department shall be entitled to casual Leave of 12 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.

(2) **Earned Leave (Vacation Department):** It is admissible to the employees availing vacation at the rate of 5 days for every 6 months of service commencing from 1st January to 30th June and another 5 days for the second spell of six months commencing from 1st July to 31st December of each year. The maximum accumulation of Earned Leave at a time shall be 240 days.

(3) The non-vacation employees are entitled for 15 days Earned Leave in the first half calendar year commencing from 1st January to 30th June & another 15 days for the next half commencing from 1st July to 31st December, subject to a maximum accumulation of 240 days at a time.

(4) **Loss of Pay:** Loss of Pay means that such an employee is not entitled to any pay and allowances during such an absence. Any unauthorized absence of an employee who does not have any other leave at his / her credit may be treated as Loss of Pay.

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Nature of Leave	Authority Competent to recommend	Authority competent to sanction leave and to that extent			
		No. of days	Principal	No. of Days	Management
Casual Leave	<ul style="list-style-type: none"> • Heads of the Departments • Administrative Officer • Finance Officer • Librarian 	05 days	05 days	Beyond 05 days	Full Powers
Earned Leave & Other kinds of leave	<ul style="list-style-type: none"> • Principal • Heads of the Departments • Administrative Officer • Finance Officer • Librarian 	10 days	10 days	Beyond 10 days	Full Powers

10. Maternity Leave:

- (1) Full time female employees who have completed a minimum one year of successful completion of service are entitled for Maternity Leave of 135 days for two confinements only.
- (2) Maternity Leave can be combined with vacation or Earned Leave or Loss of Pay.
- (3) The Maternity Leave shall not be debited against any other leave credit.
- (4) The salary admissible for the period of Maternity Leave shall be equal to the pay and allowances drawn immediately before proceeding on Maternity Leave.

11. Study Leave

- (1) Not more than 10% of the faculty in a department may be sanctioned Study Leave once throughout the service for acquiring any specialized or higher studies and/or for fellowship and Ph.D.
- (2) Any employee who has completed at least 3 years of service shall be eligible for study Leave.


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CHAPTER – 17

31. Incentive and Rewards for exemplary work.

- (1) The Management may at its discretion grant incentives and / or rewards to any employees in recognition of their extraordinary work, for outstanding abilities & proficiency by sanctioning advance increments in the time scale of pay of the post held by them or in terms of cash or kind.
- (2) The Management provides financial support to attend workshops, seminars, FDPs & other related activities leading to academic enrichment, not exceeding stipulated limits for the academic year.
- (3) In pursuit of motivating the faculty for presentation of papers or to publish research papers or various projects, an incentive in the nature of cash awards shall be sanctioned based on the category in the following order of priority provided that the journals shall have ISSN / ISBN No.

Sl.No.	Nature of Publication / Presentation
1	International Level publication
2	International Level presentation
3	National Level publication
4	National Level Presentation
5	State / University level Publication
6	State /University Level presentation

- (4) In order to encourage the faculty to improve their academic qualification by acquiring specialized qualification or higher qualification like M.Phil, Ph.D and Post Doctoral which will have an impact on upgrading the standard of teaching, undertaking research and developmental activities and also extension activities, an increment as admissible under UGC/AICTE norms shall be sanctioned soon after acquisition of such qualification. Such faculty shall also be considered, at the discretion of the Management, for promotion to the higher posts against the existing vacancies.


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- (2) A free medical check up shall be conducted for the student for monitoring health and good physique at the Health Centre of the College.
- (3) NCC training shall be arranged by the College in collaboration with the Battalion under the Directorate of NCC for Goa and Karnataka.
- (4) NSS camps and Sports Meet will be organized from time to time as a part of extra-curricular activities and Scouts & Guides training for school children.

CHAPTER - 20

34. Incentive Schemes for motivating students for achieving academic excellence.

- (1) In pursuit of motivating the students for academic excellence at the College in maintaining the consistence track record by outstanding merit the following schemes may be introduced under the guise of the Endowment Fund:
 - (a) At the entry level to any course, an appropriate concession in fee extended to the toppers in academics.
 - (b) Concession in fee also extended to the achievers in Sports, the physically challenged, the economically backward and Toppers in Board/University Examinations.
 - (c) Award extended for consistent good academic record through the course.
 - (d) Award for 100% attendance.
 - (e) Award for Best Library Users.
 - (f) Award for outgoing student toppers.
 - (g) Cash Award for representing/winning at the University/State/National level sports.
- (2) Selection of deserving students and later announcement made at the Inaugural function of the new academic year.

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